For a complete user guide refer to ***SIP Firmware Release 2.0 for IP Phone 1140E User Guide*** **(NN43113-101).**

IP Phone 1140E Fixed Keys

The IP Phone 1140E is available with either icon fixed keys or English text fixed keys. Both forms are presented below.

Short Cut/Navigation Function Keys

Copy	Copy information from the Address Book, Inbox, Outbox, and IM log and to Feature keys and Address Book entries.
Services	Access your Search, Do Not Disturb, Call Forward, Presence, Retrieve Parked Call, and Services features.
Quit	Quit or exit from a menu.
Msg/Inbox	Access your inbox to view all calls or missed calls and to return a call.
Shift/Outbox	Access your outbox to view all calls made and to place a call to a previously called contact.
Directory	Access your address book to view, add or edit entries including your designated friends You can also send Instant Messages (IMs) or initiate a call.
	Use the Enter key to select highlighted menu items and to set preferences. The Enter key duplicates the function of the Set and Select Context-sensitive soft keys.

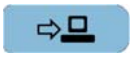
Telephony Feature Keys

Volume +	Use to increase the volume of the handset, headphones, phone speaker (handsfree) and alerting volume (phone ringing).
Volume -	Use to decrease the volume of the handset, headphones, phone speaker (handsfree) and alerting volume (phone ringing).

Use mute to listen to the call without transmitting. The red LED on the Mute key lights when the Mute feature is enabled.

Activates the built in speaker and microphone. The red LED on the Handsfree key lights when the Handsfree feature is enabled.

Use to release a call (hang up) and to exit a menu when not on an active call.



Access Instant Message log to view and send IMs.

Activates your IP phone headset when connected. The red LED of the Headset key lights when you use a headset.

Use to place a call on hold or to retrieve a call on hold.

The **abc/123** Context-sensitive soft key toggles between alphabetic and numeric input. When the Context-sensitive soft key label is **abc**, you can enter alphabetic text and when the soft ley label is **123**, you can enter numbers.

Login/Logout

Logging in

1. Enter your User ID and press the **Login** key.
2. Enter your password and press the **Next** key.
3. To permanently login press the **Next** key.
   To login for a period of time press the **Timed** key, enter the duration of your login and press the **Next** key.

Logging out

1. Press **Servcs > System >Logout**.
2. Enter your password.
3. Press the **Logout** key.

Call related functions

Making a call

To make a call do one of the following:

- Lift the **Handset** or press the **Headset** key, **Handsfree** key or the **Line** key and enter the SIP address or phone number and press send. Or, press the **Redial** key to call the previously entered SIP address or phone number.
- Press **View > Friends**, select an entry, press **Status**, and press the **Call** key.
- Press **Services > Search** to find an entry in the Address Book and press the **Call** key.
- Lift the **Handset** or press the **Headset** key, **Handsfree** key or the **Line** feature key and dial from the Address Book or Inbox/Outbox as follows:
  - 1. Press the **Address Book** or **Inbox** or **Outbox** key.
  - 2. Navigate to the required entry.
  - 3. Press the **Select** key to connect.

Answering a call

Perform one of the following to answer a call:

- Press the **Handsfree** key
- Press the **Headset** key
- Press the **Line** key
- Press the **Answer** key
- Pick up the **Handset**.

If you choose not to answer the call, you can press one of the following keys:

- **Redrct**—Redirects the call to another party or number.
- **Decline**—Rejects the call and provides the caller with fast busy and no option to go to voice mail. You can provide a reason for declining the call.
- **Ignore**—Stops call ringing.

Initiating a conference call

1. During a call, press the **Action** key and select **New Call/Conference.**
2. Enter the SIP address or phone number or select an entry from the Address Book, Inbox, or Outbox and complete the call.
3. Press the **Join** key, select **Conference** and press the **OK** key to create a conference call. You can continue to add more callers to the conference call by repeating the above steps.

Sending an instant message (IM)

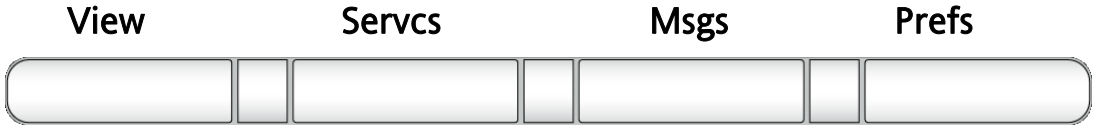
Press the **Expand** key or press **Msgs > Instant Messaging** to access the Instant Messaging menu.

1. Press **New IM**.
2. Enter the address or do the following:
   - Press the **Address Book** key, **Inbox** key, or the **Outbox** key.
   - Use the navigation keys to scroll to the required entry.
   - Press the **Select** key.
3. Enter the message and press **Send**.

Attention: Not all features are available. To determine which features are available or to activate a feature contact your system administrator or service provider.

Idle phone Context-sensitive soft key menu

The idle phone Context-sensitive soft keys access a menu list as displayed in the following table.



View menu

1. Friends—View a friend's presence, call a friend or manage the friends list.

2. Address Book—View, manage, or call entries.

3. Inbox—View, manage, or call entries.

4. Outbox—View, manage, or call entries.

5. Phone Information—View user name, domain, firmware version, and feature information.

Services menu

1. Search—Search for an entry in the address book.

2. Do Not Disturb—Block all calls.

3. Call Forward—Forward all calls to a specified address.

4. Presence—Set the presence status for your IP phone.

5. Retrieve Parked Call—Access a parked call. (Not available for all call servers.)

6. System—Login, logout, check for updates, switch proxy, reset phone, and erase user data.

Message (Msgs) menu

1.Voice Mail—Use to access your Voice Mail. The IP phone connects to the server to retrieve your Voice Mail.

2. Instant Messaging—Use to access your IM box. From the IM box you can:

- View received Instant Messages
- Delete Instant Messages
- Send Instant Messages (Send IM)

Preferences (Prefs) menu

1. Display—Adjust screen display settings.

2. Audio—Adjust ring pattern, Handset, Headset, Handsfree, and Alerting volume.

3. Feature Options—Program feature keys, call decline reasons, call ignore actions, and call subjects, call fwd notification.

4. Message Options—Adjust voice mail and IM settings.

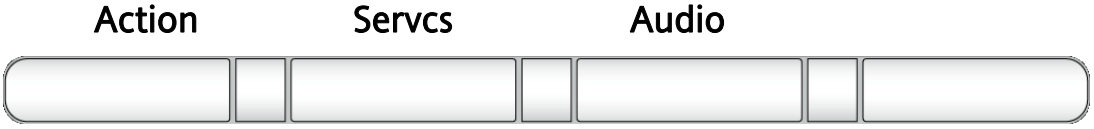
5. Language—Change language.

6. Misc Options—Set alpha dialing, search method, privacy settings, # Ends dialing, location, and time.

7. Network—Access server settings, device settings, diagnostics and menu lock.

Active call Context-sensitive soft key menu

When in an active call the Context-sensitive soft keys displayed on the screen change and access a menu list as displayed in the following table.



Action menu

1. New Call/Conference—Use to initiate a new call during an active call. Use to initiate a conference call during a call.

2. Release Call—Use to hang up an active call.

3. Transfer Call—Use to transfer a call to another location or contact.

4. Park Call—Use to park a call to the server or another user. (Not avaialble for all call servers.)

Services menu

See "Idle phone Context-sensitive soft key menu" on page 3.

Audio menu

1. Change audio setting—Use to change the audio settings based on the available bandwidth.

2. Monitor audio quality—Diagnostic tool to monitor the audio quality.

Display screen icons

Call states	Icon	Details
On Hook		Icons to indicate the Call State of your phone.
On the Phone		
On Hold		
Call Forward		
Do Not Disturb		
Outgoing call, Incoming call (ringing)		
Missed call		

Instant messaging	Icon	Details
New, Unread		Icons displayed when you view your instant message log. The icon appears beside each IM to indicate the status.
Read		
Replied to		
Send IM		Send IM Feature Key

Inbox	Icon	Details
Incoming Call Answered		Icons to indicate the status of each incoming calls in your Inbox.
Incoming Call, Missed, New		
Incoming Call, Missed, Reviewed		

Presence	Icon	Details
Connected		Icons to indicate the presence state of those address book entries you designate as Friend.
Connected Inactive		Only available if auto presence is activated.
Unavailable Busy, or Offline		
Active Available		Only available if auto presence is activated.
On the Phone		Only available if auto presence is activated.
Unknown		

Publication number: NN43113-102
Document release: Standard 03.07
Document date: 15 September, 2008
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